

Hall of Records
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE
To be submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO.

163

PAGE
NO.

1. ✓

1. Requesting Agency

DEPARTMENT OF PUBLIC WELFARE

2. Division or Bureau of Requesting Agency

STATISTICS

3. Authorization Requested (Check only one of the squares below).

A
☒ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B
☐ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C
☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.1. TIME STUDY

Form No.: SDPW - 394
Size: 2 1/2" x 5"
Dates: 1939-1940
Quantity: 20 cubic feet
Disposable Amount - 20 cubic feet

The purpose of this study was to analyze the time spent interviewing applicants for aid, for purposes of allocating Federal Funds to the various programs administered by the State Department.

RECOMMENDATION: DESTROY ACCUMULATION

*Approved Hall of
Records Commission*

7. Agency, Division or Bureau Representative

Nina Dressel
Signature

Chief, Division of Statistics & Analysis
Title

May 3, 1955
Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.

May 5, 1955
Date

Morris S. Radoff
Archivist

MAY 17 1955
Date

Date

Secretary